



**M: Course Objectives / Learning Outcomes:**

1. To learn and practise basic communication skills.
2. To learn and practise the giving and receiving of feedback.
3. To learn and practise problem solving methods.
4. To learn and practise the skills of effective participation in a group.
5. To gain confidence in making transitions to new surroundings.
6. To assess and improve personal appearance and hygiene.
7. To learn about and appreciate one's unique social style.

**N: Course Content:**

1. Basic communication skills
  - assertiveness
  - conversational skills
2. Giving and receiving feedback
3. Negotiating change
4. Problem solving strategies
5. Appearance and hygiene
6. Self-awareness, self –confidence
7. Techniques for handling fear, anger.
8. Conflict resolution
9. Understanding the disability
  - effect
  - acceptance
  - strategies

**O: Methods of Instruction:**

Instructor presentation  
 Class discussion  
 Self-awareness exercises  
 Written assignments  
 On-the-job experience  
 Tours  
 Videos/films  
 Guest speakers  
 Role play  
 Interviews.  
 Standardized and non-standardized assessment inventories  
 Use of Career Resource Centre and Library at Douglas College

**P: Textbooks and Materials to be Purchased by Students:**

None.

Topic-relevant material will be provided in handout form throughout the course.

**Q: Means of Assessment:**

A mastery model of ongoing evaluation will be used. A student will have completed the course when he/she has demonstrated through satisfactory completion of exercises and assignments that the course objectives have been achieved. Where formal tests are used mastery will be defined as a score of 80% or more.

Progress will be monitored on a regular basis by the instructor in consultation with each student. The student will be expected to maintain regular attendance and progress, actively participate in all classroom activities, and complete assignments as directed.

**R: Prior Learning Assessment and Recognition:** specify whether course is open for PLAR

N/A

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Course Designer(s)  
Mabel A.Iizat

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Education Council / Curriculum Committee Representative

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Dean / Director

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Registrar